

**CITY OF LA GRANDE  
Landmarks Commission Regular Session**

**Thursday August 12, 2021**

**6:00 p.m.**

**This meeting is being held by electronic communications.**

Any person may submit comments or questions in advance of the meeting. Written comments must be received by 5:00 p.m. on Thursday August 12, 2021. The written comments will be read during the public comment section of the respective Agenda Item. Please email Public Comments to [mboquist@cityoflagrande.org](mailto:mboquist@cityoflagrande.org)

**AGENDA**

1. **CALL TO ORDER AND ROLL CALL**
2. **AGENDA APPROVAL**  
*Chairperson asks if there are any additions or changes to the Agenda*  
**(NO MOTION NEEDED)**
3. **CONSENT AGENDA**
  - a. Consider Minutes from August 5, 2021  
**(MOTION-SECOND-VOTE)**
4. **PUBLIC COMMENTS**  
*Individuals who wish to comment on any item printed on this Agenda may do so during the time that item is under discussion. Individuals who wish to speak about non-Agenda items may do so during this portion of the Agenda. Due to the COVID-19 Pandemic this Landmarks meeting is for the sole purpose of conducting business on the agenda. No public comments related to non-agenda items will be entertained at this meeting.*
5. **UNFINISHED BUSINESS**
  - a. Selection of Consultant for the La Grande Downtown Historic District Standards Update
6. **NEW BUSINESS**  
None
7. **CITY PLANNER COMMENTS**
8. **COMMISSION COMMENTS**
9. **ADJOURN**

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Kendra VanCleave  
Department Secretary

CITY OF LA GRANDE  
COMMISSION ACTION FORM

Commission Meeting Date: August 12, 2021

COMMISSION ACTION: CONSIDER CONSENT AGENDA

MOTION: I move that we accept the Consent Agenda as presented.

OR

MOTION: I move that we accept the Consent Agenda as amended.

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EXPLANATION:

A Consent Agenda includes routine items of business with limited public interest, which may be approved by one Motion of the Commission. Any Commissioner may, by request, remove any item of business from the Consent Agenda.

a. Consider: Minutes of the August 5, 2021, Special Session

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COMMISSION ACTION (Office Use Only)

- Motion Passed
- Motion Failed

Recessed: \_\_\_\_\_

Work Session: \_\_\_\_\_

Other: \_\_\_\_\_

Action Tabled: \_\_\_\_\_  
Vote: \_\_\_\_\_

**CITY OF LA GRANDE**  
**Landmarks Commission Meeting**

**Special Session**

**Thursday, August 5, 2021**

**Council Chambers**

**La Grande City Hall**  
**1000 Adams Avenue**

**MINUTES**

**COMMISSIONERS PRESENT:**

Lindsay Costigan  
Cassie Hibbert  
Katie Boula

**COMMISSIONERS ABSENT EXCUSED:**

Rod Muilenburg

**DISCUSSION/DISPOSITION**

**STAFF PRESENT:**

Kendra VanCleave, Secretary  
Mike Boquist, City Planner

**CITIZENS PRESENT**

**CALL TO ORDER/ROLL CALL**

HIBBERT called this Regular Session of the Commission to order at 6:04 p.m., and asked for Roll Call; a quorum was determined to be present.

**AGENDA APPROVAL**

The Agenda was approved as presented

**CONSENT AGENDA**

- a. Consider Minutes from July 8, 2021 meeting.

COSTIGAN introduced the Motion with BOULA providing the Second.

**MOTION:** The Consent Agenda be approved as presented.

**NEW BUSINESS**

- a. *Discussion of Consultant proposals for the La Grande Downtown Historic District Standards update*

**USC:** Unanimous

HIBBERT asked for the staff report.

BOQUIST opened the discussion on the three j proposals submitted and appear to be qualified. Staff will log the scores as the Commission reviews the proposals. BOQUIST comments on the proposals:

1. Cultural Reconnaissance – below budget in the \$19K range, not proposing in person meetings, more of a generic proposal to have clear idea.
2. Joy Sears – clear with her content and planning be here for all the meetings and in the \$19K range.
3. Peter Meijer – Proposing full budget and set extra virtual meetings.

BOQUIST continued as part of the discussion the Commission will need to justify to Council how they selected the consultant.

HIBBERT stated that she would like to take each score criteria and have the Commissioners give their score on each of the proposals and discuss how they landed on their score. Then have a consolidated score amongst the Commissioners after the review

### **Firm Profile and Background (10pts)**

#### COSTIGAN –

1. Cultural Reconnaissance, has railroad experience, but didn't have what she was looking for profile/background 7 pts
2. Joy Sears, experience with SHPO 8pts
3. Peter Meijer, experience recently in La Grande. 8pts.

#### BOULA –

1. Cultural Reconnaissance, thought they addressed the question. 10pts
2. Joy Sears, 7 pts
3. Peter Meijer, 10 pts.

#### HIBBERT-

1. Cultural Reconnaissance, not much listed of developing standards 5 pts
2. Joy Sears, demonstrated familiarity of standards 7 pts
3. Peter Meijer, not specific examples, done standards work and has Historic Commission experience 7pts

### **Historic Preservation Experience (20pts)**

#### BOULA-

1. Cultural Reconnaissance, no specific examples, 10pts
2. Joy Sears, no examples and stated she had not done standards and guidelines 5pts
3. Peter Meijer, best in terms of historic preservation experience 15pts

#### HIBBERT-

1. Cultural Reconnaissance, worked with rural communities, but no demonstration on codes or standards work 12 pts

2. Joy Sears, did include Salem standards she had a part in, however standard example is complex 12pts
3. Peter Meijer, not a lot of rural experience, but the example included a graphical description of their historic district standards 15pts.

COSTIGAN-

1. Cultural Reconnaissance 10pts
2. Joy Sears, time with SHPO and background on what looking for 15pts
3. Peter Meijer – worked in La Grande, have experience 18 pts

**Staffing (10pts)**

HIBBERT- decent resume all around and gave 5 points for all 3 proposals.

COSTIGAN-

1. Cultural Reconnaissance, 6 pts
2. Joy Sears, 8pts
3. Peter Meijer, 8pts

BOULA-

1. Cultural Reconnaissance, all meetings were virtual, communication with staff, council not any mention of public 5 pts
2. Joy Sears, 6 pts
3. Peter Meijer, quality of resumes 7 pts

**Project Schedule and Costs (10 pts)**

HIBBERT-

1. Cultural Reconnaissance, not much insight on schedule 3pts
2. Joy Sears, put some insight into a schedule 5pts
3. Peter Meijer, put effort into a schedule and a fair amount public outreach 10 pts.

BOULA-

1. Cultural Reconnaissance, proposal indicates done within a year and this project needs to be done by May 15, retainer fee included 5pts
2. Joy Sears, provided a fee breakdown, 8 pts

3. Peter Meijer, mirror Cassie comments 10 pts

COSTIGAN- Agree with the other Commissioner comments

1. Cultural Reconnaissance 5pts
2. Joy Sears. 9 pts
3. Peter Meijer, 10 pts

Based on the score matrix, the outcome of the scoring Peter Meijer came in 1<sup>st</sup>, Joy Sears, 2<sup>nd</sup> and Cultural Reconnaissance is 3<sup>rd</sup>. BOQUIST commented if choosing the higher budget proposal, between the three proposals they are within a couple thousand dollars of each other and so the justification to council should be relaxed.

HIBBERT commented she recommends interviewing the consultants. There was consensus to interview the top 2.

The group discussed having two Commissioners interview (non quorum) for the top two consultants within the week in preparation for the August 12<sup>th</sup> regular Landmarks meeting. COSTIGAN and HIBBERT will conduct the interviews and all Commissioners come up with 2 questions for the interview and get to staff.

BOULA introduced the following Motion, with COSTIGAN providing a Second.

**MOTION:** I move that this item to be continued to the August 12, 2021, Regular Session for further discussion and a decision.

**USC:** Unanimous  
None

**STAFF COMMENTS:**

**COMMISSIONER COMMENTS:**

None

There being no further business to come before this Regular Session of the Commission, HIBBERT adjourned the meeting at 7:01p.m. The Commission is scheduled to meet again in Regular Session, Thursday, August 12, 2021, at 6:00 p.m., in the Council Chambers of City Hall, 1000 Adams Avenue, La Grande, Oregon.

**ATTEST:**

**APPROVED:**

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\_\_\_\_\_

Kendra VanCleave

Chairperson

Department Secretary

DATE APPROVED: \_\_\_\_\_: